

US EPA ARCHIVE DOCUMENT

Agency: Environmental Protection Agency (EPA)

Title: “Radon Communication, Education, Outreach, and Risk Reduction Projects”

Action: Request for Applications (RFA) – Initial Announcement

RFA No: OAR-ORIA-IED-04-16

Catalog of Federal Domestic Assistance (CFDA) Number: 66.034

Dates/Deadlines:

1. Pre-proposal conference call will be held December 2, 2004 from 9:00AM.-10:30 AM. EST. If you are interested in participating in this conference call please email radon.rfa.gov providing your organization’s contact information (see Section III, Stage 1) by November 29, 2004.
2. Once you have determined whether your organization is eligible (See Section II, Eligibility Criteria) submit up to a two page cover letter and up to a five page proposal including an activity budget on or before January 17, 2005 (see Section III, Stage 2).
3. EPA will notify successful as well as unsuccessful applicants when award decisions have been made. This notification will take place by February 14, 2005.
4. EPA will host an application Assistance Conference Call for selected applicants on or about February 22, 2005, from 1:00 PM to 3:00 PM EST (see Section 3, Stage 3)
5. Full applications from successful applicants are due on or before March 28, 2005.
6. EPA anticipates that awards will be announced on or around August 2005.

EXECUTIVE SUMMARY

EPA’s goal is to reduce the public health risk from indoor radon gas by promoting public awareness of the health risks from exposure to indoor radon, and encouraging the public to test homes for elevated levels of indoor radon, mitigate elevated levels of indoor radon, build new homes with radon-resistant features, and to test and fix schools with elevated radon levels.

To achieve this goal, EPA’s objectives are to develop nationally-applicable, performance-based activities and events that will (a) promote public awareness and understanding of the health benefits of reducing exposure to elevated levels of radon gas; (b) encourage the public (including those in multi-family housing) to test homes for elevated levels of radon gas; (c) adopt state-wide or local jurisdiction building codes based on radon-resistant construction techniques; (d) increase and track the number of homes built with radon-resistant construction techniques; (e) increase and track the number of homes mitigated for elevated levels of radon gas; (f) increase and track radon information disclosure, testing or mitigation in residential real estate transactions; and (g) increase and track the number of schools tested, mitigated for elevated levels of radon, or built with radon-resistant new construction features.

The general goal of EPA's Radon Program is to develop nationally-applicable, performance-based activities and events that will:

- a) Promote public awareness and understanding of the health benefits of reducing exposure to elevated levels of radon gas;
- b) Encourage the public to test homes and/or schools for elevated levels of radon gas;
- c) Adopt state-wide or local jurisdictional building codes based on radon-resistant construction techniques;
- d) Increase and track the number of homes and/or schools built with radon-resistant construction techniques;
- e) Increase and track the number of homes and/or schools mitigated for elevated levels of radon gas; and,
- f) Increase and track radon testing or disclosure in residential real estate transactions.

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I. Section 1: FUNDING OPPORTUNITY DESCRIPTION

The goal of EPA's Indoor Environments Program is to implement national activities which reduce exposure to elevated levels of indoor radon gas that have been demonstrated to pose a health risk to Americans. An important component of this Program has entailed collaboration with non-profit organizations that have complementary goals.

Section 103 of the Clean Air Act (CAA) authorizes EPA's Administrator to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution by making grants to air pollution control agencies, to other public or nonprofit private agencies, institutions, and organizations, and to individuals, for purposes stated in Section 103(a)(1).

This funding opportunity is a Request for Applications (RFA) for Radon Communication, Education, Outreach, and Risk Reduction Projects. This action announces the availability of funds from the Environmental Protection Agency's (EPA), Indoor Environments Division/Office of Radiation and Indoor Air, under Statutory Authority 42 U.S.C. 7401-7626; Pub. L. 159, 69 Stat.322. This assistance program is described in the Catalog of Federal Domestic Assistance Section 66.034.

Specifically, these assistance agreements will support communication, education, and outreach projects that address the reduction of the public's exposure to elevated levels of indoor radon gas. Copies of this RFA can also be obtained at <http://www.epa.iaq/radon>.

EPA is seeking proposals that focus on achieving results in one or more of the following areas:

1. Generating increased public awareness of the health risks of radon exposure using conventional or innovative approaches;
2. Increasing the number of homes tested for radon;
3. Increasing the number of homes mitigated for elevated levels of radon;
4. Increasing the number of homes built with radon-resistance construction techniques;
5. Increasing the number of states or localities adopting radon-resistant construction codes;
6. Increasing the number of states or localities adopting radon testing and/or disclosure residential real estate transactions;
7. Increasing the number of schools tested, mitigated, or built with radon-resistant new construction techniques;
8. Supporting the exchange of information, ideas and interests between local, state, EPA regions, and national radon programs;
9. Increasing awareness, testing and mitigation of multi-family dwellings and in low Income communities;
10. Demonstration of innovative funding techniques to mitigate homes, including the participation of for-profit pro-bono and/or not-for-profit organizations;
11. Demonstration of local pilot projects that can be replicated nationally (such proposals should describe how replication would occur);

II. AWARD INFORMATION

For this competition, the Program anticipates awarding a total of \$200,000. This total will be divided among approximately three to six awards ranging from \$30,000 to \$70,000.

The Program plans to award assistance agreements with a project period of no more 18 months. The expected time span for these assistance agreements awarded under this RFA (i.e. the project and budget period) will be from August 2005 to February 2007.

III. ELIGIBILITY CRITERIA

To be eligible to compete for these assistance funds, applicants must:

- (1) Meet standards for eligibility described in Section 103 (b) of the CAA (<http://www.epa.gov/oar/caa/caa103.txt>);
- (2) Demonstrate that you are a national organization. Eligible entities include national non-profit organizations, public and private agencies, and institutions of higher learning, actively involved in indoor environment issues. For-profit companies are not eligible. By "national," EPA seeks entities that have an extensive network of contacts with constituents located throughout the country, not just in one region, or can otherwise

demonstrate that they are national in scope. The term “non-profit” is defined by OMB in Circular A-22 (see www.whitehouse.gov/omb/circulars/a122/a122.html).

There are no cost-sharing requirements.

IV. APPLICATION AND SUBMISSION INFORMATION

The application process involves five stages. Stage 1 is a pre-proposal conference call. Stage 2 is the submission of up to a two-page cover letter and up to a five page proposal with budget. Stage 3 consists of an invitation to submit a full application. Applicants whose cover letter and proposal with budget are accepted will be invited to participate in Stage 4 of the application process which is the Application Assistance Conference Call. This call will answer any questions applicants have about the federal application process. The last stage, Stage 5 is the submission of a Full Application.

Stage 1: Pre-proposal Conference Call

This call will be held within 30 days after solicitation is announced. The purpose of this call is to answer any questions applicants may have concerning eligibility, scope of work, application and award process, etc. If you are interested in participating in the pre-proposal conference call, please email radon.rfa@epa.gov seven days prior to the conference call or by November 29, 2004. In your email please provide your organization's contact information including: the name of your organization, a contact person's name, email address, and phone and fax number. This call will take place December 2, 2004 from 9:00 AM-10:30 AM EST.

Stage 2: Cover Letter and Proposal with Budget

A two page cover letter and up to a five page proposal including an itemized budget is due on January 17, 2005.

Elements of the Cover Letter

Your cover letter must provide all of the following information:

- 1) Contact information for your organization:
 - a) name of your organization
 - b) contact person's name
 - c) mailing address(overnight package address if different)
 - d) e-mail address
 - e) phone number and fax number
- 2) A statement that your organization has non-profit status;
- 3) A brief description of your organization demonstrating that you meet the eligibility criterion as a national organization(see section III.(2) above); and
- 4) A description of a current program that includes quantitative results and outcomes similar to what you are proposing to do.

Elements of the Proposal

In addition to the two page cover letter, you must submit a proposal of no more than five pages including a detailed work plan, itemized budget for your requested project period, and biographical information for key personnel. Text may be single or double-spaced, no less than 12 point font. Margins are not specified. Proposals must be legible. No additional materials (e.g., brochures, videos, etc.) beyond the five page limit will be given to the review panel for consideration.

Your proposal should address the following elements. You should include a paragraph(s) for each number in order.

1. Overview of Project – describe the basic structure of the proposed project and how you would expect to collaborate with EPA;
2. Proposed Project Goals – include a summary of your specific goals, objectives, expected outcomes, and deliverables (please refer to Section VI for examples). Outcomes should be described specifically and, to the extent possible, quantitatively. Possible project outcomes range from information dissemination, to improved health status. Activities with outcomes that result in tangible health benefits or directly lead to reduced health risk, will be ranked more highly than those that simply aim to distribute information;
3. Target Population – describe the target population, community, and any distinct characteristics of the areas targeted for this work;
4. Methods and Materials – describe the strategies and materials you will use;
5. Monitoring and Evaluation – for the results defined in items above, describe how you will measure project success. Describe any mechanisms for tracking program outputs and evaluating program outcomes;
6. Staff – describe staffing needed to implement the proposed work plan, including number of staff and their qualifications. Attention should be paid to the qualifications and experience of key personnel, including any experience implementing evaluation and tracking procedures, and managing grants;
7. Budget – itemize funds for salaries, materials, equipment, contracted activities, travel, overhead and/or indirect costs, fringe benefits, and other pertinent information by proposed activity. Discuss how the budget relates to the objectives, outcomes, and deliverables in the work plan;
8. Timeline – indicate project length, activity milestones, quarterly report submission and final report submission dates;
9. Sustainability – explain whether the project will continue beyond the life of the EPA financial assistance.

Stage 3: Invitation to Submit a Full Application

EPA will notify both successful and unsuccessful applicants when award decisions have been made. This notification will take place by February 14, 2005. Upon this notification, successful applicants will be given the invitation to submit a full application package.

Stage 4: Application Assistance Conference Call

The Application Assistance Conference Call is to answer any questions selected applicants may have about the federal application process. If you indicate a desire to participate in this call in your cover letter, you will be e-mailed instructions for participating in the conference call. This call will be hosted on or about February 22, 2005 from 1:00 PM to 3:00 PM EST.

Stage 5: Full Application Submission

When submitting a full application, applicants may want to reference the Application Kit for Federal Assistance.

The Application Kit for Federal Assistance is available at:

<http://www.epa.gov/iaq/asthma/inhomegrants2.html>
http://www.epa.gov/ogd/grants/how_to_apply.htm.
<http://www.epa.gov/grtlakes/fund/appforms.html>

This website explains how to complete SF-424A Budget Forms and describes cost principles for a Federal grant. Full applications from successful applicants are due on or before March 28, 2005.

Intergovernmental Review

All applicants should be aware that formal requests for assistance (i.e., SF 424 and associated documentation) may be subject to intergovernmental review under Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their state's Single Point of Contact (SPOC) for further information. There is a list of these contacts at the following web site: <http://whitehouse.gov/omb/grants/spoc.html>.

Funding Restrictions

Funding is only available for the activities authorized under one or more of the U.S. EPA grant authorities cited in section 103(b)(3). Funding will not be permitted for construction activity, lobbying, entertainment expenses, or other unallowable costs under the applicable OMB circulars. Preaward costs and equipment costs are allowable only with the written consent of EPA. Allowable costs for nonprofit organizations are defined in OMB circular A-122; allowable costs for public entities are defined in OMB circular A-87. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Subawards/subgrants must be consistent with the definitions of these terms in 40 CFR 30.2 (ff) and 40 CFR 31.3 Subgrant as

applicable. EPA encourages applicants to compete subgrants. (See Section 4.2, confirmation of partner participation, for further details.)

Other Submission Requirements

Applicants must send proposals/applications by private shipping company **ONLY** (e.g., Federal Express, UPS, DHL, or courier) to the attention of Diane Hamilton, U.S. Environmental Protection Agency, Indoor Environments Division (413G 4th Floor), 1310 L Street, NW, Washington, DC 20001, (202) 343-9427.

V. APPLICATION REVIEW INFORMATION

Applications will be ranked on the basis of the criteria listed below:

Criterion	Weight (based on a 100 pt. scale)
The applicant's proposal has goals and objectives that are clearly stated and are likely to reduce exposure to elevated levels of indoor radon gas in the target population.	15 pts.
The applicant's proposal quantifies the results that the project achieves (examples below). *	15 pts.
The applicant's proposed work promotes action in high radon risk areas and may target socio-economically disadvantaged populations and/or disproportionately impacted populations.	15 pts.
The applicant's proposed work would be replicable nationally and achieve significant environmental results.	15 pts.
The applicant clearly describes a monitoring and project evaluation component for assessing project success that is practical, reasonable, and sound and provides for performance reports which, at a minimum, report measurable and/or demonstrable bottom-line results.	10 pts.
The applicant has sufficient qualified staff to accomplish the proposed scope of work; project staff have the knowledge and experience to successfully perform the proposed work.	10 pts.
The applicant provides a project time line, including project length, milestones, quarterly report submissions, and final report submission dates.	10 pts.
The proposed project budget is appropriate to accomplish the proposed scope of work and deliverables.	5 pts.
The applicant addresses that they will continue their project beyond the life of the EPA assistance agreement.	5 pts.

***Examples of Quantifiable Results/ Outcomes for Radon Projects**

- Number of radon tests conducted in high radon potential areas including low income communities through or in part because of your efforts
- Number of homes and/or schools mitigated for elevated levels of radon in high radon potential areas including low income communities through or in part because of your efforts
- Number of new homes and/or schools built with radon-resistant new construction features through or in part because of your efforts
- Number and names of state or local adopting radon resistant new construction codes (RRNC) through or in part because of your efforts
- Number of builders voluntarily using RRNC techniques through or in part because of your efforts
- Number of real estate professionals (agents, home inspectors, leaders, etc.) urging testing and mitigation through or in part because of your efforts
- Number and names of proactive State and/or local laws promulgating radon information disclosure, testing or mitigation in association with real estate transactions through or in part because of your efforts
- Number and names of associations or real estate agencies with policies urging radon information disclosure, testing or mitigation in association with real estate transactions through or in part because of your efforts
- Number of builders, code officials, and others trained about RRNC techniques through or in part because of your efforts
- Number of real estate trainers, agents, licensing officials, and others trained on how, when, and why to address radon during real estate transfers through or in part because of your efforts.

Review and Selection Process

EPA will evaluate each proposal based on the selection criteria provided in this section.

VI. AWARD ADMINISTRATION INFORMATION

Our program will select applicants to be recommended for award. However, EPA's grants management office makes all final decisions and will give official notice of award.

EPA will announce successful recipients on the U.S. EPA smart IAQ website. (www.epa.gov/iaq). This information will be posted within 30 days after U.S. EPA's grant administration division issues a written offer of award to the recipient. U.S. EPA anticipates that awards will be announced in or around August 2005.

Unsuccessful applicants will be notified via mail or e-mail by January 31, 2005.

Applicants should be aware that they are not authorized to begin performance on a project until they have received their official award document from the EPA's grant office. No preaward costs may be incurred without EPA's approval; preaward costs are undertaken at the recipient's risk.

Administrative and National Policy Requirements

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

2. Applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (see section 3). All recipients must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number on their formal SF424 applications. A DUNS number can be obtained by calling 1-866-705-5711. A DUNS number is not required for initial proposals.

Reporting

Recipients will be required to submit quarterly progress reports and will have to participate in annual reviews of their projects with their U.S. EPA project officer. A project officer will be designated at the time of the award of this cooperative agreement; that project officer will work in partnership with the recipient.

VII. AGENCY CONTACT(S)

Applicants must send proposals/applications by private shipping company **ONLY** (e.g., Federal Express, UPS, DHL, or courier) to the attention of Diane Hamilton, U.S. Environmental Protection Agency, Indoor Environments Division (4th Floor), 1310 L Street, NW, Washington, DC 20001, (202) 343-9427.

For Further Information Contact: Shelley Blake at radon.rfa@epa.gov. Please send any questions to the above email address.

VIII. OTHER INFORMATION

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education group, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-B.htm>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office (see <http://www.epa.iaq/radon>).

Applicants are advised to clearly mark any information they consider to be confidential. EPA will make final confidentiality determinations in accordance with Agency regulations at 40 CFR Part 2, Subpart B.

If a dispute should during the course of this competition, EPA will adhere to the resolution process described in 40 CFR 30.63 and Part 31, subpart F. EPA reserves the right to reject applications and, if necessary, make no award.

EPA reserves the right to make decisions on applications based on factors that help ensure geographic equity, demonstration of a variety of outreach approaches and diversity of audiences reached across EPA's overall radon partner activities.

In addition, EPA reserves the right to retain acceptable applications for twelve months beyond the predicted award date in the event that additional funds become available for this RFA.

REMINDER

For those invited to submit a full application, they are due on March 28, 2005.

No late applications will be accepted.